



Mid-South Community College
Appeal for Attempted Hours Toward Degree
2011-2012

2000 West Broadway, West Memphis, AR 72301 Phone: 870-733-6729 Fax: 870-733-6719

STEPS FOR COMPLETING YOUR APPEAL

1. Complete page one of the appeal packet. When completing the "Student's Statement," indicate the reason(s) why you have not completed your degree program within a reasonable number of hours. (Attach additional sheets if necessary.) You should attach any documentation that you feel will support your appeal.
2. Have the Admissions Office complete a Degree Audit Plan to determine the exact classes required for graduation in your current major. **Staple the completed Degree Audit Plan to the back of this appeal packet.** Make sure you include all required classes from Degree Audit Plan. (Attach additional sheets if necessary). **You may only register for classes required for your graduation unless approved in advance by the Financial Aid Office.**
3. Make a copy of your completed appeal packet for your records.
4. Submit your completed appeal packet to the Financial Aid Office

Student's Name _____

SS# _____

Previous degree awarded _____

Date _____

Degree being sought _____

Date _____

- Reason for seeking Attempted Hours Toward Degree Appeal

- List each remaining class required for your Attempted Hours toward Degree Appeal and identify which classes you plan to enroll in the upcoming semester.

_____	_____
_____	_____
_____	_____
_____	_____

- **Attach a Degree Audit Plan, signed by Registrar**

Please read and sign.

I understand that if it is determined that I am eligible for financial aid, that to remain eligible, I:

- **Must only enroll in classes required for the Attempted Hours Toward Degree Appeal;**
- **Must complete each course with a “C” or better; and**
- **Cannot withdraw from any course in which I enroll and am awarded aid.**

If I do so, I will lose financial aid eligibility at MSCC.

Student’s Signature

Date

Approved by: _____

Date